



PROVIDING PROOF OF INSURANCE TO THE COURT

In order for the City Prosecutor to accept proof of insurance and dismiss the insurance violation, you need to provide the following **PRIOR** to your court date:

A letter from the Insurance Company on their letterhead indicating that the cited driver was covered to drive the vehicle on the date and time of the violation. The letter must contain contact information for the person supplying the letter.

The City Prosecutor does not accept billing statements nor declarations as this does not prove that you were covered on the date of violation.

The proof of insurance letter can be emailed, mailed or faxed to the Lafayette clerk's office at municipalcourts@lafayetteco.gov or 451 N. 111th St. Lafayette, CO 80026 or 303-604-8001(fax).

Once Proof of Insurance has been provided, the letter will be reviewed. If acceptable, the no proof of insurance charge will be dismissed. If the no proof of insurance charge is the only charge on the ticket, the entire case will be dismissed with payment of \$40 in court costs. If there are additional charges on the ticket, you will need to appear in court.

If proper evidence of insurance is not provided, your appearance in Court is Mandatory. You must appear on the Court date listed on the summons.

If you were not covered on the date and time of the incident but covered after the incident, providing proof of after acquired insurance to the Court potentially will reduce your fine.

Failure to appear could result in a WARRANT being issued for your arrest.